



CITY OF CAMARILLO

Planning Technician

Job Code: 709

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a variety of technical duties in support of Community Development Department operations and services; assists the public, developers, architects, and contractors regarding City planning and zoning land use procedures and processes; conducts plan check reviews and issues permits; conducts research and prepares staff reports for various boards and commissions; and updates and maintains a variety of maps, data sources, and related documents.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Confers with and advises developers, architects, contractors, and the general public regarding City planning and zoning land use procedures and processes; serves as the initial contact in responding to inquiries for information at the counter, by telephone, and through correspondence.
2. Conducts plan check reviews of new and existing commercial, industrial, and residential construction projects and landscape plans; calculates and ensures collection of fees for project approval; issues permits.
3. Conducts basic research and writes staff reports for planning projects involving land use, population, housing, new construction projects; and related subjects; participates in interdepartmental planning reviews; advises applicants on the status of projects.
4. Coordinates with other staff and departments for specific projects and to obtain answers to various questions.
5. Delivers packets to Planning Commission members; ensures that all correspondence and material is in respective packets; ensures that maps and exhibits are posted in meeting rooms for Planning Commission meetings.
6. Creates graphic examples to illustrate alternatives for specific projects using Geographic Information Systems; reviews final working drawings to ensure compliance with approved projects.
7. Updates and maintains a variety of maps including the zoning map, general plan map, and location maps; maintains departmental files including blueprints, exhibits, computer records, and library.
8. Maintains, conducts, and logs final compliance inspection forms and field inspections.
9. Responds to requests for building and landscape plans from City Hall and outside archives storage for general public and departmental review.

CITY OF CAMARILLO
Planning Technician (Continued)

10. Maintains supplies at planning counter; ensures proper operation of computers at planning counter.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- General principles and practices of urban planning and land development methods.
- Basic principles and practices used in building, architecture, and engineering.
- Community planning principles, processes, and procedures.
- Basic development review procedures and requirements; architectural review and site planning processes and procedures.
- Pertinent federal, state, and local ordinances, codes, and regulations pertaining to assigned area of responsibility.
- Modern office procedures and methods, and computer equipment including appropriate software applications.
- Computer related programs for mapping and data sources including Geographic Information Systems.
- Methods, techniques and procedures of research; data collection and analysis methods and techniques.
- Principles and procedures of record keeping and filing.
- Methods and techniques of effective technical report preparation and presentation.
- Customer service techniques, practices, and principles.

Ability to:

- Read, interpret, and prepare maps, graphs, charts, site plans, legal descriptions, and other descriptive material.
- Interpret, apply, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
- Analyze projects and potential projects for consistency with planning regulations and general planning principles.
- Provide information to the public, developers, and others regarding zoning regulations.
- Research, analyze, and interpret data; conduct research in zoning, land use development, and planning matters.
- Set up and maintain a variety of files and records.
- Prepare and present clear and concise technical reports.
- Assist with the preparation of comprehensive reports and planning resolutions.
- Learn the organization, procedures and operating details of the department.
- Learn planning, land use, and zoning terms and codes.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Write and speak effectively to non-technical audiences.
- Deal constructively with conflict and develop effective solutions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in planning, landscape design, environmental analysis, architectural design, or geographic information systems.

Experience:

One year of experience in municipal planning, building, architecture, engineering, or construction technology.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; some outdoor exposure and travel from site to site; exposure to all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; occasionally works on ladders/scaffolding.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate a vehicle to travel from site to site; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.